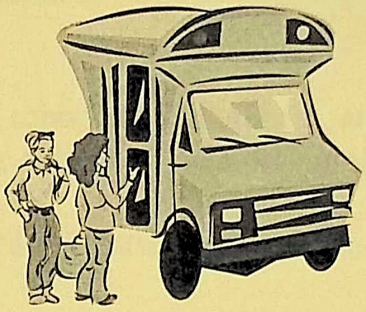
NORTH SCOTT SCHOOL DISTRICT

The mission of the North Scott Community School District, a unique blend of rural and metropolitan opportunities, is to provide graduates with the capacity to be successful in a changing world by incorporating abundant resources and offering a broad-based curriculum in a respectful, safe environment



2002-2003 VOLUNTEER HANDBOOK

POLICIES and PROCEDURES

1. Volunteers who are working independently with students or school directed activities and overnight trips are required to read the North Scott Volunteer Handbook and sign the Volunteer Disclosure Statement and Pre-Notification of Background Inquiry.
    a. Required Annually.

2. Volunteers should report to the principal's office upon arrival and before departure from the building. A register will be available to record sign-in and sign-out times.
    a. The volunteer's signature, on the sign-in sheet, is confirmation that the volunteer has read, understood, and signed the volunteer handbook.
    b. The sign-in sheets will be filed in the building office for one year.

3. When in the building, volunteers will wear a volunteer identification badge.

4. Please notify the school as soon as possible if you will not be able to volunteer as arranged.

5. Volunteers, like all school staff members, are encouraged to dress comfortably in accordance with the activities to be performed.

6. All North Scott School District facilities are smoke free environments.

7. Concerns should be directed to 1) the staff member to whom you are donating your time; or 2) the building administrator – whichever is deemed appropriate by the volunteer.

8. Report student disciplinary concerns immediately to the nearest staff member.

9. Report any accident in which you may be involved to the principal's office immediately.

10. Each building office will maintain a file for their volunteer forms.

VOLUNTEER RESPONSIBILITIES

1. Volunteers do not assume responsibility for disciplining, counseling, or evaluating students.

2. Understand that any and all information to which there is access in the school or classroom is confidential. Do not discuss children, grades, teachers, or problems outside of the classroom or offices. No child or staff member is to be the subject of negative, degrading, or uncomplimentary information disseminated outside the school environment.

3. Be warm, friendly, and courteous.

4. Be positive and always support student efforts. Remember that each student learns individually at different rates and through different methods.

5. Be prompt and dependable – give advance notice of impending absence whenever possible.

6. Volunteers always work under the direct supervision of teachers, administrators or support staff.

7. Volunteers will not be expected to prescribe instructional programs or materials.

8. Volunteers must not attempt to administer aid in the event of student illness or injury and must avoid coming into contact with any body fluids.

9. Notify the teacher or building administrator if a student confides any abusive situations at home. Appropriate staff will file a report and follow-up as outlined by Iowa law.

10. Attend any relevant training sessions offered.

11. Communicate with the Building Principal concerning any building-level problems or personal conflicts that cannot be resolved.

12. Work within the rules of the school and the procedures of the Volunteer Program.

The total experience of volunteering is to support teachers and students. It should be a rewarding and learning experience for everyone involved. Please be open and approach the appropriate school personnel with questions and concerns.
Thank you for volunteering!

Volunteer Disclosure Statement

It is the policy of the North Scott School District to make every reasonable effort to provide a safe learning environment for students working with volunteers. The District requires the following confidential information from volunteers who work directly with students or assist staff on a regular basis; supervise/chaperone students; or act as a primary authority figure. This statement must be completed and returned to the Building Principal prior to the beginning of any volunteer experience.

Have you ever been convicted of any crime other than a traffic offense, including drunk driving? _____

Have you ever been convicted of a serious misdemeanor, aggravated misdemeanor, under any state or county law? _____

Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children? _____

Have you ever been the subject of or listed as the perpetrator in a founded child abuse report? _____

Are you required to register as a sex offender with the Sex Offender Registry? _____

Do you currently have charges pending or are there any ongoing investigations relating to any of the aforementioned? _____

Has your driver's license ever been suspended or revoked for any reason? (answer to be used in determining volunteer drivers) _____

A "Yes" answer to any of the questions listed above may require an interview with a district administrator.

Name _____

Street Address _____ # or Unit _____

City, State, Zip code _____

Day Phone _____ Evening Phone _____

School(s) in which you are wishing to volunteer _____

By signing this form, I agree that should any of the above information change in the future, I shall contact the Building Principal immediately.

_____ _____

Signature Date

This is to affirm that you have reviewed the original Volunteer Disclosure Statement and your signature verifies that all of the enclosed information is accurate.

_____ _____

Signature Date

_____ _____

Signature Date

_____ _____

Signature Date

_____ _____

Signature Date

_____ _____

Signature Date

_____ _____

Signature Date

Any person working independently with a student(s), without school personnel present, may be required to undergo a background record check. In the event that this is necessary please complete the following form.

PRE-NOTIFICATION OF BACKGROUND INQUIRY

I hereby authorize any and all law enforcement agencies to release a copy of any arrest record that I may have to North Scott Community School District or its agent. I do hereby release any law enforcement agency and all individuals connected therewith from all liability.

This inquiry likely will concern itself with any or all of the following: An applicant's general reputation, personal characteristics, criminal history (if any), credit history and/or prior work history. North Scott Community School District reserves the right to consider any inquiry of this type to be made at a future date, should you remain a volunteer. In any instance when an inquiry of the type is made, now or in the future, the scope, nature and results of such inquiry will be made available to the applicant upon written request.

A photocopy of this authorization and release shall be considered effective and valid as the original.

I, hereby, authorize North Scott Community School District to make the above inquiry. Please print the following data:

Full Legal Name:

Addresses for the last five years:

Current Employer: Supervisor's Name:

Previous Employer:

Previous names or aliases:

Social Security Number: Date of Birth:

Driver's License #:

_____ _____

Signature Date

North Scott Volunteer References

Please list the names and complete addresses of three people who know you well and are in a position to evaluate your qualifications as a volunteer for the North Scott School District. Please use references you have known for more than two years and are not related to you in any way. Your current employer does not have to meet this requirement. Please print complete information on the people you authorize us to contact.

Name: _____ Relationship: _____

Street Address: _____

City/State: _____ Zip: _____

Telephone: (____) _____ email: _____

Name: _____ Relationship: _____

Street Address: _____

City/State: _____ Zip: _____

Telephone: (____) _____ email: _____

Name: _____ Relationship: _____

Street Address: _____

City/State: _____ Zip: _____

Telephone: (____) _____ email: _____

I hereby authorize North Scott Community School District to contact the references listed to obtain any necessary information.

Name:(please print) _____ Signature: _____

VOLUNTEER SIGN-IN SHEET

Your signature is confirmation that you have read and understood the Volunteer Handbook and signed the Volunteer Disclosure Statement and Pre-Notification of Background Inquiry. (This will be filed for one year.)

If you have **not** read the volunteer handbook and signed the Volunteer Disclosure Statement and Pre-Notification of Background Inquiry it is a violation of the policy to volunteer in our schools. Please ask the office staff for a copy of the volunteer handbook. Thank you.

DATE	NAME	PROJECT/GRADE	TIME-IN	TIME-OUT